

#9 BRM Envelope Template (3-7/8" x 8-7/8")

This template was created to help you accurately construct a #9 Business Reply Mail Envelope.

It consists of 3 layers:

1. Instruction Layer (which you are now on).
2. Working Layer (where you will construct your BRM).
3. Dimensions Layer (shows you the boundaries for the placement of information).

As shown below, there are **three** areas that must be completed on the Working Layer of your BRM:

- 1 Business Reply Legend: Insert permit number, city, and state where permit is issued.
- 2 The address where BRM is returned.
- 3 Unique 9-digit ZIP+4 barcode assigned by Postal Service.
- 4 FIM C. (Do Not Move.)

For further technical information, please reference QSG 922 and DMM S922.5.

The diagram illustrates the Working Layer of a #9 Business Reply Mail Envelope. It features a large rectangular area with a black border. In the center, there is a box labeled "BUSINESS REPLY MAIL" with "FIRST-CLASS MAIL" below it. To the right of this box, there is a box labeled "PERMIT NO. 1234" and "ALEXANDRIA, VA". Below these boxes, the text "POSTAGE WILL BE PAID BY ADDRESSEE" is printed. To the right of the "BUSINESS REPLY MAIL" box, there is a box labeled "MR JOHN SMITH", "MANUFACTURES ASSOCIATION", "300 MAIN ST", and "ALEXANDRIA VA 22314-9800". To the right of the address box, there is a box labeled "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES". To the right of the "NO POSTAGE" box, there are several horizontal black bars. To the right of the address box, there is a box labeled "1" with a red line pointing to the "PERMIT NO. 1234" box. To the right of the "NO POSTAGE" box, there is a box labeled "2" with a red line pointing to the address box. To the right of the "NO POSTAGE" box, there is a box labeled "3" with a red line pointing to the "ALEXANDRIA, VA" box. To the right of the "NO POSTAGE" box, there is a box labeled "4" with a red line pointing to the "FIM C." box.

1 BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO. 1234 ALEXANDRIA, VA

POSTAGE WILL BE PAID BY ADDRESSEE

MR JOHN SMITH
MANUFACTURES ASSOCIATION
300 MAIN ST
ALEXANDRIA VA 22314-9800

NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

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3

USPS BRM Template #9 Envelope 3-7/8" x 8-7/8"

Instructions Layer

January 2001 File Name: b9.pdf

BUSINESS REPLY MAIL

FIRST-CLASS MAIL PERMIT NO.

POSTAGE WILL BE PAID BY ADDRESSEE

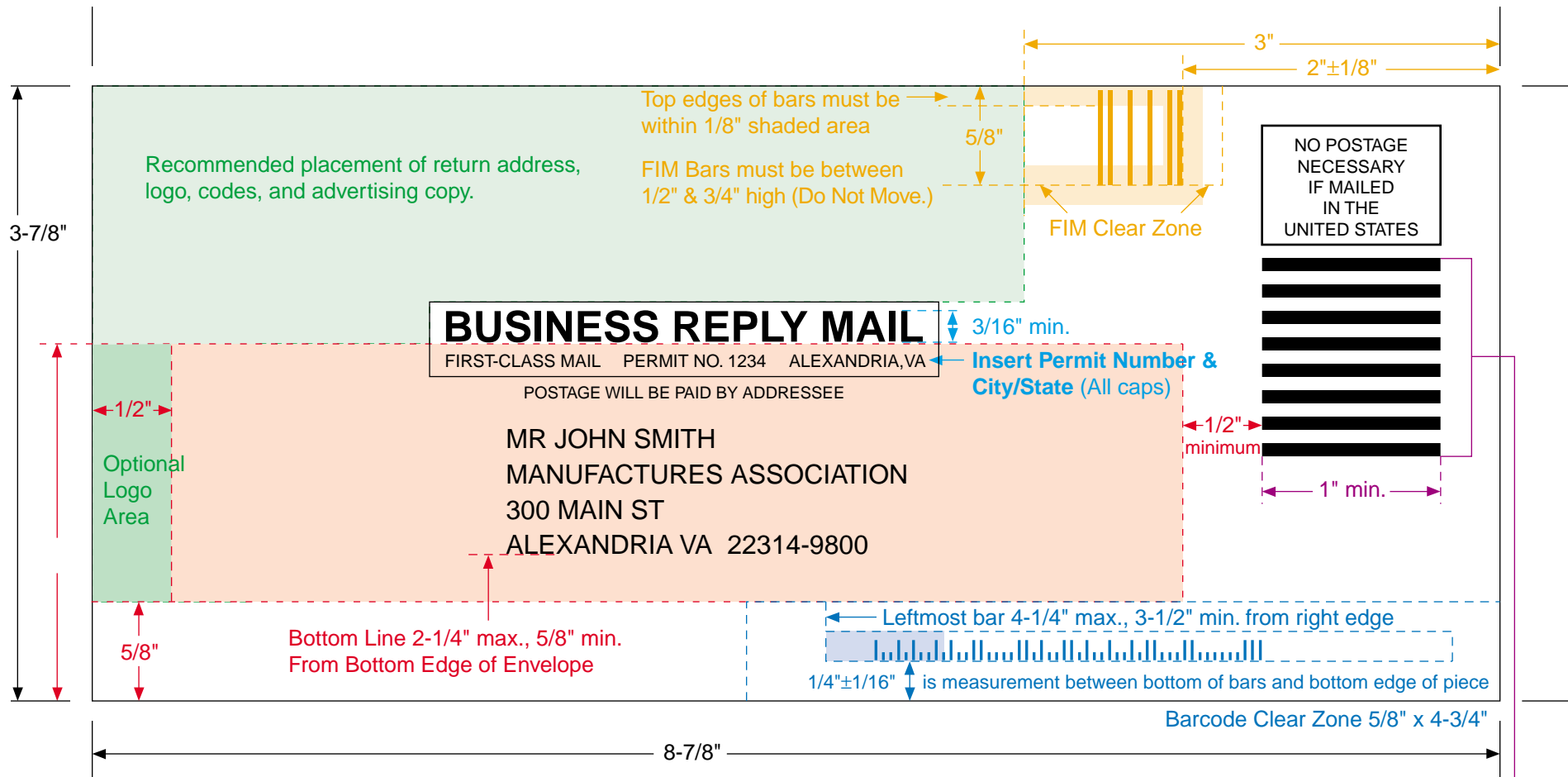
NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

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Working Layer

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Horizontal Bars must be 1/16" to 3/16" thick, evenly spaced, and at least 1" long. The bottom bar must be above the top of the delivery address line, see S922.5.7.

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Dimensions Layer